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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 29, 2010

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents  
Public School Academy Administrators  
Michigan Electronic Grants System (MEGS) Contacts

FROM: Michael W. Radke, Ph.D. *Mike Radke*  
Director, Office of Field Services

SUBJECT: Title I Schoolwide Programs Information Update

This communication serves as clarification about a variety of Title I, Part A Schoolwide Program topics. Included in the attached documentation is information related to:

- The initial Schoolwide planning process and planning grants
- Options for accelerated Schoolwide planning
- Reviews and audits of Schoolwide School Plans to meet school improvement plan requirements
- The effect of closing and reconfiguring school(s) on Title I, Part A Schoolwide status
- Title I, Part A program evaluation requirements

During the past several federal audits of the Michigan Department of Education (MDE), the department has been cited numerous times for Schoolwide and Targeted Assistance plans at Local Educational agencies (LEAs) that are completely absent, out of date or do not meet the ten required components. The Office of Field Services has provided technical assistance; training and audits of these plans to help LEAs conducting these programs bring the plans into full compliance. However, it is the responsibility of the LEA to develop and maintain plans that comply with the federal rules. The efforts of both MDE and LEAs are beginning to result in better plans and improved student achievement. The work to bring plans into compliance is challenging for LEAs at a time when they are facing numerous other academic and financial burdens.

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The attached guidance will support LEAs' efforts to facilitate the improvement of Schoolwide and Targeted Assistance plans, provide LEAs with increased flexibility to address the requirements, and hold LEAs responsible for meeting the plan requirements and improving student achievement.

Please review the attached items carefully with your staff members. This guidance has been developed with significant input from the field and provides clarity on a number of common issues occurring across the state.

Questions related to the content of this memorandum should be direct to your regional Field Services Consultant at 517-373-3743.

## THE INITIAL SCHOOLWIDE PLANNING PROCESS AND PLANNING GRANTS

The Office of Field Services (OFS) will continue to provide a \$3,000 grant to schools planning to become a Schoolwide program. Schools interested in the planning grant for the traditional full year of planning must complete the request form available on the Michigan Department of Education (MDE) website: ([http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334-183995--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334-183995--,00.html)) and return the completed form to OFS no later than May 14, 2010. Schools using this grant will conduct planning during the 2010-2011 school year and achieve schoolwide status beginning in 2011-2012 if their plans meet the 10 requirements.

Schools may request the Schoolwide planning grant if the poverty percentage of the school is 40% or higher and the school will be operating as a Title I targeted school during the year of planning.

The year of planning requires the utilization of a State-approved facilitator. A list of State-approved facilitators can be found on MDE's website: ([http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334-183995--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334-183995--,00.html)). We encourage you to carefully select a facilitator taking into account: training, depth of experience as an educator in a Schoolwide school and depth of successful experience facilitating Schoolwide planning.

At the conclusion of the year of planning, the following documents must be emailed to [MDE-TitleISchoolWidePlans@michigan.gov](mailto:MDE-TitleISchoolWidePlans@michigan.gov):

1. A letter from the State-approved Schoolwide planning facilitator indicating that the school has conducted the planning activities as required and that the Schoolwide plan meets expectations in each of the 10 Schoolwide school plan components required to become a Title I Schoolwide school.
2. A letter from the Superintendent indicating that the plan has been reviewed internally and meets expectations in each of the 10 Schoolwide school plan components required to become a Title I Schoolwide school. The letter must also state that the Superintendent supports implementation of the Schoolwide plan.
3. A complete index of all the page(s) which address the required components of the Schoolwide school plan. Portions of the requirements may be embedded throughout the school improvement plan, so an accurate index of page numbers is crucial.
4. A copy of the Schoolwide plan that was developed using the required MDE/AdvancEd school improvement plan template for Schoolwide schools.
5. School level parent involvement policy/plan.
6. School-parent compact.
7. A narrative statement about the comprehensive needs assessment which details:
  - how the school conducted the needs assessment, the results it obtained, and the conclusions it drew from those results;

- the results and conclusions drawn from the examination of the four types of data (achievement, perception, demographic and program/process);
  - how the results from the data analysis identified the needs and how those needs determined the school improvement goals;
  - how the goals sufficiently address the needs of the whole school population; and
  - how special recognition is paid to meeting the needs of children who are disadvantaged.
8. A description of the evaluation process for the Schoolwide program (refer to the Schoolwide rubric, page 17).
  9. Meeting sign-in sheets that include the signatures of stakeholders who participated in the development of the Schoolwide plan.

The Local Educational Agency (LEA) is responsible for ensuring that the initial Schoolwide School Improvement Plan meets all of the requirements and that schools update school improvement plans annually. MDE will review the initial plans to ensure that the LEA is fulfilling these responsibilities and that the submitted plan meets expectations in each of the required Schoolwide components. If the submitted Schoolwide plan does not meet expectations in all of the requirements, the school must remain a Targeted Assistance program until the plan meets all requirements.

Additionally, if an LEA submits a Schoolwide plan that does not meet expectations, MDE may request additional Schoolwide plans from other Schoolwide schools within the LEA. If the submitted Schoolwide plans do not meet expectations in all of the components, MDE may require those schools to revert back to Targeted Assistance programs in the following academic year or impose a financial penalty upon the district for not meeting the basic expectations of a Schoolwide program.

## OPTIONS FOR ACCELERATED SCHOOLWIDE PLANNING

A variation to the recommended year of planning to become a Schoolwide school, such as a shortened planning period, may be approved by MDE OFS. It is the LEA's responsibility to request the variation after consultation and recommendation from a State-approved Schoolwide planning facilitator. In order to consider a variation, the following documents must be emailed to:

[MDE-TitleISchoolWidePlans@michigan.gov](mailto:MDE-TitleISchoolWidePlans@michigan.gov):

1. A letter from the State-approved Schoolwide planning facilitator supporting the shortened time period.
2. A letter from the Superintendent defining and approving the variation.

At the end of the planning period, the LEA must submit all required documentation related to Schoolwide program planning (see the *Schoolwide Planning Process* document for additional information) to [MDE-TitleISchoolWidePlans@michigan.gov](mailto:MDE-TitleISchoolWidePlans@michigan.gov).

\$3,000 Planning Grants are not available for schools going through accelerated planning. However, LEAs may include reasonable and necessary expenses for accelerated planning in the District level Title I grant.

The LEA is responsible for ensuring that the initial Schoolwide School Improvement Plan meets all of the requirements and that schools update school improvement plans annually. MDE will review the initial plan to ensure that the LEA is fulfilling these responsibilities and that the submitted plan meets expectations in each of the required Schoolwide components. If the submitted Schoolwide plan does not meet expectations in all of the requirements, the school must remain a Targeted Assistance program until the plan meets all requirements.

Additionally, if an LEA submits a Schoolwide plan that does not meet expectations, MDE may request additional Schoolwide plans from Schoolwide schools within the LEA. If those submitted Schoolwide plans do not meet expectations in all of the requirements, MDE may require those schools to revert back to Targeted Assistance programs in the following academic year or impose a financial penalty upon the district for not meeting the basic expectations of a Schoolwide program.

## REVIEWS AND AUDITS OF SCHOOLWIDE SCHOOL IMPROVEMENT PLANS TO MEET SCHOOL IMPROVEMENT PLAN REQUIREMENTS

OFS, within the MDE, regularly conducts audits of school improvement plans to ensure they include all of the required Schoolwide components. The review of the plans is part of the State system established to ensure compliance with the requirements of the *Elementary and Secondary Education Act (ESEA)*. The purpose of the review is to ensure that the required components are included in the Schoolwide Plan including the information/narrative requirements as noted in the rubric.

Schools may be required to submit school improvement plans for review for a variety of reasons including:

- The school has engaged in the Schoolwide planning process,
- The school has been selected for an On Site Review visit from OFS,
- The school has been operating as a Title I Schoolwide program and has been randomly selected by OFS for a review as part of the State's auditing process, and/or
- A school within the district did not submit an approvable plan and the auditing process has been extended to other schools within the district.

Plans will be reviewed using the rubrics that were developed by OFS in partnership with the Michigan Association of State and Federal Program Specialists. The following documents and tools can be used to help LEAs and schools ensure that plans are submitted with all of the required components.

- The "Schoolwide Plan Rubric" including, "SEC. 1118, Parent Involvement", from NCLB. The Parent Involvement document is used to review component 6 from rubric "Strategies to Increase Parent Involvement".
- "Tips from Schoolwide Plan Reviewers/Auditors for MDE's Office of School Improvement". This document explains what the reviewers look for when they are reviewing schoolwide plans.
- "Schoolwide Plans Compliance and Review parts 1 and 2". These documents give examples of approvable components.

These documents are found at the following link:

[http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334-183995--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334-183995--,00.html)

### **If MDE requires a school to submit a plan, it is critical that the submission includes all of the following components:**

1. Complete index of all the page(s) which address the required components of the Schoolwide school plan. Portions of the requirements may be embedded throughout the school improvement plan, so an accurate index of page numbers is crucial.
2. Copy of the School Improvement Plan that was developed using the required MDE/AdvancEd template that includes the required Schoolwide Components.
3. School level parent involvement policy/plan.
4. School-parent compact.

5. A narrative statement about the comprehensive needs assessment that details:
  - a. How the school conducted the needs assessment;
  - b. The results and conclusions drawn from the examination of the four types of data (achievement, perception, demographic and program/process);
  - c. How the results from the data analysis identified the needs and how those needs determined the school improvement goals;
  - d. How the goals sufficiently address the needs of the whole school population; and
  - e. How special recognition is paid to meeting the needs of children who are disadvantaged.
  - f. A description of the evaluation process for the Schoolwide program (refer to the schoolwide rubric, page 17).

Schoolwide plans submitted for review at the request of MDE must be emailed, with all of the required components, to: [MDE-TitleISchoolWidePlans@michigan.gov](mailto:MDE-TitleISchoolWidePlans@michigan.gov).

If the school is functioning as a Targeted Assistance Title I school, the School Improvement Plan must be updated to comply with Targeted Assistance requirements.

## THE EFFECTS OF CLOSING RECONFIGURING SCHOOL(S) ON TITLE I, PART A SCHOOLWIDE STATUS

When a Local Education Agency (LEA) decides to close one or more Schoolwide schools, or assign different grades to an existing Schoolwide school, the Schoolwide status of a reconfigured school may be questioned. If your LEA has decided to close or reconfigure school(s) you are required to make the change in the Education Entity Master (EEM) and notify Judy Thelen at [ThelenJ8@michigan.gov](mailto:ThelenJ8@michigan.gov). The following guide/criteria will be used to determine if the reconfigured schools remain Schoolwide or revert to a Targeted Assistance Program.

If all of the following statements are true of the reconfigured Schoolwide school, the new school maintains the Schoolwide status:

- 50% of the staff, students, and parents must be from a Schoolwide school and be knowledgeable of the existing schoolwide plans.
- The principal must have recent successful experience in a Schoolwide school.
- The Schoolwide plan, meeting all 10 Schoolwide school plan components, must be updated with required stakeholder input before the beginning of the new school year.
- The updated plan must be submitted to and reviewed by the LEA prior to the year of planned implementation to ensure that all requirements are met.
- MDE must be notified and may audit the schoolwide plan.
- The original Schoolwide schools included in the reconfigured school must have minimal audit or On Site Review findings.
- The updated plan must be based upon a comprehensive needs assessment using a data profile and analysis of the projected new students and staff, and the school process rubrics (90/40/SA/SAR) found at the MDE/AdvancEd website.
- The research based reform model identified in the Schoolwide plan must address the needs of the projected new students and staff.
- The district must have a strong history of conducting Schoolwide programs in the most recent three years including student achievement performance as evidenced by meeting AYP targets for English language arts and mathematics OR significant achievement gains toward meeting the targets over a three-year period.

If it is determined that the reconfigured school can maintain Schoolwide status, the school improvement plan for the newly reconfigured school must be revised prior to the beginning of the academic year. **The LEA must submit the Schoolwide plan of the reconfigured school for review to [MDE-TitleISchoolWidePlans@michigan.gov](mailto:MDE-TitleISchoolWidePlans@michigan.gov) by August 3, 2010.** See the *Schoolwide Planning Process and Evaluating Schoolwide Plans* for additional information.

If the school is a Targeted Assistance school, it should develop and update its plan to comply with Targeted Assistance requirements.



## TITLE I, PART A PROGRAM EVALUATION

Title I regulations require that a school operating a Schoolwide or Targeted Assistance program annually evaluate the implementation of, and results achieved by, the schoolwide program. This evaluation must determine whether the Schoolwide program was effective in increasing the achievement of students in meeting the State's academic standards, particularly those students who had been furthest from achieving the standards. The school must revise its (school improvement) plan as necessary based on the results of the evaluation to ensure the continuous improvement of student achievement. [34 CFR 200.26(c)].

The Michigan Department of Education recommends that Local Educational Agencies and schools carefully review the *ESEA of 2001, formerly known as No Child Left Behind*, and the *Non-regulatory Guidance for Designing Schoolwide Programs* for additional information related to program evaluation.